

SINGLE CORPORATE SERVICES

ESTATES & FACILITIES

Job title:	Fire Safety Manager	To be completed by HR <i>Job Reference Number</i>
Reporting to:	Head of Estates	
Accountable to:	Head of Estates	
Pay Band:	7 (AFC)	

As part of the Single Corporate Service, this role is a designated site-based role however the post holder will be part of the Corporate Service team which provides a service across both Isle of Wight NHS Trust and Portsmouth Hospitals University NHS Trust. [As the single corporate service will be delivered across both organisations, individuals may be required to undertake business travel between sites. The frequency and arrangements will be discussed on an individual basis and the staff mobility local agreement will apply.

For our leaders managing staff across multi-site locations, they will need to be visible and provide in person leadership. The arrangements and frequency will be agreed locally.

Job purpose

Ensure compliant standards of fire safety are implemented and maintained across a large complex organisation including PFI and non PFI estate. Ensuring legislative compliance and the continuing development and provision of a safe environment for staff, patients and the public.

Job summary

1. Lead on all matters relating to fire safety, the post holder will be responsible for establishing and leading a “fire safety management system” across the organisation and building key working relationships internally and externally.
2. Provide assurance to the Trust that it meets its statutory obligations in respect of fire safety and advising the relevant Committees of the effects of new or amended legislation and on the effectiveness of compliance.
3. Identify and lead initiatives in support of a comprehensive Fire Strategy including supporting policy, protocols, and procedures for all Trust sites.
4. Responsible for developing appropriate strategies, guidance, and codes of practice to facilitate effective implementation of Fire Safety Policy.
5. Responsible for training, inspections and audits against current fire legislation and fire practices across the Trust.
6. Responsible for providing accurate fire risk assessments and action plans.
7. Produce comprehensive reports for communicating to all levels within the Trust including Executive Committees and Trust Board.
8. Provide leadership, advice, and support in Fire Safety Management across the Organisation.

9. Complete and prepare reports on compliance, technical investigations & incidents and analysis of complex fire safety issues for groups and committees.
10. Work alongside Trust colleagues to deliver continuous improvement, enhancement, and sustainability to the overall patient experience.
11. To participate and contribute to the Trusts plan to deliver a greener NHS.

Organisational Chart



Specific Core Functions

1. Develop and adhere to a monitoring and audit programme for the QAH site and peripheral sites for the management, governance and reporting of fire safety for the Trust's estate.
2. Responsible for the development and maintenance of the Trust-wide fire safety policy, fire safety plan and organisational procedures which influence and direct actions within the Clinical Service Centres and Corporate Functions. Monitor the implementation of the policy, plan and organisational procedures and systematically audit compliance with legislation and standards across the Trust.
3. Monitor by physical inspection and/or review of records the performance and quality of fire safety services provided by the PFI service provider and other providers at peripheral sites. (Specialist knowledge involved; Fire). Compile compliance and technical reports and conduct technical negotiations with the service providers to resolve issues identified in line with the monitoring programme.
4. Review compliance with statutory and non-statutory standards including NHS Health Standards and guidance. Prepare reports with solutions on any non-compliances and ensure action plans and remedial works are completed within agreed timescales.
5. Establish systems to monitor changes in legislation, NHS and other relevant guidance and local developments to ensure their incorporation into Hard FM service specification and Service Contracts.
6. Lead the Operational Fire Safety Group ensuring meetings are regular, documented and reported quarterly to the Fire Safety Group, Estates and Facilities Group, Health and Safety

- Committee and any other relevant Group/Committee.
7. Responsible for conducting fire safety audits and fire risk assessments, compiling standardised professional management reports and incorporate within the Divisional management systems. To provide support and guidance to the Divisions on compliance with Fire Safety legislation.
 8. To minimise the risk of fire occurring by establishing and maintaining safe fire procedures within a complex healthcare environment through delivery of fire awareness training and liaison, specifying fire warning and firefighting systems.
 9. Responsible for organising fire drills, monitoring their effectiveness, and compiling accurate records of staff training and drills.
 10. Manage specialist investigations of all fire incidents, producing appropriate reports for the identified Board level Director with Fire Safety Responsibility. Record, investigate and report on fire incidents and unwanted fire signals.
 11. Review both reactive and planned/programmed maintenance activities (for 1 and 5 years) to provide assurance the obligations under the project agreement and peripheral site contracts are met, report any non-compliances with action plan to resolve these.
 12. Maintain comprehensive records of all fire incidents and investigations and responsible for ensuring that trends are identified, and that advice is given to the appropriate people for remedial action to reduce incidents.
 13. Keep records of all fire incidents and false alarms and ensure that fire reports are prepared in a timely manner to a standard format and where necessary issue remedial advice on the emergency. Manage the maintenance of fire safety records and the development of local fire safety manuals for Trust premises.
 14. Attend to fire calls, where necessary undertake an investigation and advise of any action plan.
 15. Provide specialist fire advice and guidance to capital schemes to deliver effective facilities, which maximise safety and minimise revenue costs and risk.
 16. Responsible for monitoring the adherence to the Trust's Fire Policy and to ensure that the Trust's health and safety policies and procedures are adhered to. Specifically, to ensure that the activities of contractors working on site do not subvert fire, health, and safety of any premises through personal inspections.
 17. Responsible for implementing and managing a Fire Safety Training Protocol and undertaking of any training to meet the requirements of the Regulatory Reform Order (Fire) Safety Act and HTM 05.
 18. Produce, review, and update comprehensive fire risk assessments for all Trust properties and properties where Trust staff and patients work or deliver a service. Responsible for the management of any actions from the fire risk assessments and reporting into the Fire Safety Group, Estates and Facilities Committee and Health and Safety Committee.
 19. A sound knowledge and understanding of the relevant Building Regulations and Standards and their application and in addition those of the appropriate British Standards or equivalent regarding all fire safety installations and equipment is required.
 20. Maintain up to date knowledge on all matters relating to fire safety. This may require attendance to any courses as required to assist with the execution of duties.
 21. The use of computers, with appropriate keyboard skills to enable the use of Trust software inc. Microsoft Office and Outlook. The ability to prepare, produce and deliver power point

- slide presentations for statutory fire awareness training is required.
22. To produce highly detailed reports containing an analysis of reported fire incidents and identify any patterns, trends, and recommendations for reporting into the Estates and Facilities Committee and Health and Safety Committee.
 23. Develop and maintain effective partnerships with other Divisions and Services regarding fire safety issues, working with all levels of Trust staff and PFI partners, across all sites and community premises, to ensure an ongoing awareness of fire procedures and policies, primarily through regular consultation and organised fire safety training.
 24. Monitor by physical inspection and/or review of records the performance and quality of all matters relating to Fire Safety provided by the PFI service provider and other providers at the Trusts peripheral sites. Compile compliance and technical reports and conduct technical negotiations with the service providers to resolve issues identified in line with the monitoring programme.
 25. To monitor technical compliance performance of the PFI assets to ensure optimal availability and compliance of the facility. Responsible for raising any concerns, risk and work with Responsible Person(s), Head of Estates, Operational Teams and third-party providers to identify mitigations and escalate to the Director of Estates/Trust Representative if necessary. All risks and issue should be raised and tracked on the appropriate registers, including the Trusts reporting system, and considered at appropriate groups/committees if safe remediation cannot be achieved.
 26. Plan and organise scheduled and unscheduled audits and performance review meetings and inspections, including physical inspection and review of records. Assist in dispute resolution matters and evaluate outcomes.
 27. To ensure annual Authorising Engineers and Responsible Persons and Trust Policy compliance audits and risk assessments are undertaken, reports received, and actions are completed within agreed timescales.
 28. Review the monthly PFI performance report and highlight issues and gaps in respect of technical compliance including requirements of the PFI Project Agreement and Schedules 14 & 18.
 29. Review and comment upon service providers and contractors' policies, working practices, quality systems and method statements in terms of compliance, authorisation, health and safety and disruption to hospital activities including peripheral sites.
 30. Ensure that service providers and contractors comply with relevant trust policies and procedures.
 31. Liaise between hospital departments, external contractors, and other agencies and where necessary directly supervise any maintenance and project work in a way to minimize disruption to clinical and business services.
 32. Evaluate and assess perceived risks in fire related matters and prepare reports and recommendations as required.
 33. Review and monitor the service provider's business continuity, emergency, and contingency plans. Ensure such plans are robust, resilient, effective, and tested and witness such testing as appropriate.
 34. Review, audit and report upon the service provider's records and record keeping procedures.
 35. Provide technical advice on fire safety matters and PFI services and procedures to service users and colleagues, including training where needed.

36. To actively participate with internal and external reviews and audits ensuring the outputs/actions from these are developed into clearly defined action plans and monitored to ensure timely completion.
37. Generate, develop, review and comment upon data and drawings produced from various computer software including AutoCAD and CAFM.
38. Authorised signatory for maintenance works, energy, and utilities.
39. Provide, receive, interpret and process highly complex contract and technical data and information in various forms for the preparation of:
 - Survey, occupancy, and spatial records for the estate via Computer Aided Facilities Management (CAFM) System
 - PFI facilities management contractor activity and performance reports and analysis
 - Other reporting needs of the department
40. Develop reporting policies and procedures and propose continuous improvements to reporting processes. Regularly provide high-level management information in written reports, web pages and spreadsheets detailing and interpreting cost, quantity, activity, and performance data.
41. Provide data and create specialist reports on a regular or ad-hoc basis to support the Department's and the Trust's needs such as Estates Returns Information Collection, Premises Assurance Model, and other statutory and non-statutory data collection and freedom of information requests.
42. To be an active member of the Estates, Facilities and PFI team to develop our relationship with the third-party service provider(s) and key stakeholders to ensure robust governance and compliance of contracts. These include but not limited to construction standards, variations, insurance, change in law, change in healthcare requirements, hand-back, dispute resolution, retail outlets and third parties.
43. Provide resilience to the Estates, Facilities and PFI team to ensure high quality of service and project delivery is provided.
44. The postholder will be responsible for the day-to-day management and development of the Fire Safety Advisor
45. Work and engage constructively with a wide range of internal and external stakeholders on a range of complex issues.
46. Communicate complex information and issues to a wide range of audiences.
47. The postholder to take positive action to gain an understanding of sustainability and climate change and how the Trust is responding and lead on demonstrating a commitment to reducing the carbon and energy footprint for soft FM services.
48. To undertake any other reasonable duties as requested, this may include responsibilities not normally covered on a day-to-day basis.

Key Responsibilities

Communication and Working Relationships

- The post holder will be providing and receiving routine information orally, in writing or electronically to inform work colleagues, patients, clients, carers, the public or other external contacts. The communication will include;

- (a) Providing and receiving routine information which requires tact or persuasive skills or where there are barriers to understanding
- (b) providing and receiving complex or sensitive information,
- (c) providing advice, instruction, or training to groups, where the subject matter is straightforward.

Analytical and Judgement

- Judgements involving complex facts or situations, which require the analysis, interpretation, and comparison of a range of options.

Planning and organising

- Planning and organisation of a number of complex activities or programmes, which require the formulation and adjustment of plans.

Physical Skills

- The post requires physical skills which are normally obtained through practice over a period of time or during practical training e.g. standard driving or keyboard skills, use of some tools and types of equipment.

Patient Client Care

- Provides general non-clinical advice, information, guidance or ancillary services directly to patients, clients, relatives or carers.

Policy and Service Development

- The post holder is responsible for a range of policy implementation and policy or service development for a directorate or equivalent.

Financial Management

- The post holder is responsible for the purchase of some physical assets or supplies.

Management/Leadership

- The post holder is the line manager for the Fire Safety Team, responsible for appraisals, managing sickness absence, dealing with disciplinary and grievance issues, leading on recruitment and selection, staff development and succession planning and managing all aspects of people management.

Information Resources

- The post holder has occasional requirement to use computer software to develop or create statistical reports requiring formulae, query reports or detailed drawings /diagrams using desktop publishing (DTP) or computer aided design (CAD).

Research and development

- Undertakes surveys or audits, as necessary to own work; may occasionally participate in R&D, clinical trials or equipment testing.

Freedom to Act

- The post holder is required to interpret overall health service policy and strategy, in order to establish goals and standards.

Physical effort

- There is an occasional requirement to exert moderate physical effort for several short periods during a shift.

Mental effort

- There is a frequent requirement for prolonged concentration, or there is an occasional requirement for intense concentration.

Emotional Effort

- Occasional exposure to distressing or emotional circumstances, or frequent indirect exposure to distressing or emotional circumstances, or occasional indirect exposure to highly distressing or highly emotional circumstances.

Working conditions

- Occasional exposure to unpleasant working conditions, or occasional requirement to use road transportation in emergency situations, or frequent requirement to use road transportation, or frequent requirement to work outdoors, or requirement to use Visual Display Unit equipment more or less continuously on most days.

Person Specification

Criteria	Essential	Desirable	
Qualifications	<ul style="list-style-type: none"> • Fire engineering/fire safety qualification to Degree level or equivalent experience • Membership of professional organisation (Institution of Fire Engineers; Institution of Occupational Safety and Health) 	<ul style="list-style-type: none"> • Training in healthcare fire safety 	
Experience	<ul style="list-style-type: none"> • 5 years of experience in a Fire Safety Management role. • 5 years of experience of operating in a management role. • Awareness of fire safety and other risk issues. • Experience of working across organisational boundaries to improve standards. • Experience of working with external agencies and 	<ul style="list-style-type: none"> • Working experience within a large public sector organisation. • Understanding of fire modelling techniques. • Experience in a related area in a responsible capacity. • Experience of Private Finance 	

	<p>influencing internal change.</p> <ul style="list-style-type: none"> • Experience in working in a facilities management, construction or building services environment. • Experience in presenting complex information to senior staff, responding to questions, and participating in decision making. • Awareness of the Regulatory Reform (Fire Safety) Order 2005, its practical implications and application. • Ability to assimilate, analyse and present complex problems, identify necessary action, make recommendations and ensure actions are implemented. 	<p>Initiative contracts and compliance management from a client's perspective.</p>	
Knowledge	<ul style="list-style-type: none"> • Knowledge and experience in the application of Firecode. • Knowledge of risk management techniques. • Experience and knowledge of undertaking fire risk assessment. Knowledge of: <ul style="list-style-type: none"> ○ fire safety ○ fire risk management ○ fire legislation and codes of practice ○ fire safety training. • Experience of preparing and delivering training courses. • Ability to undertake fire safety audits. • Ability to process highly complex information into meaningful formats 	<ul style="list-style-type: none"> • Practical knowledge and interpretation of the Regulatory Reform (Fire Safety) Order 2005. • Practical knowledge and interpretation of the Building Regulations 2010. • Skill in the use of various software, including spreadsheets, contract management systems, presentation software and databases, preferably Microsoft/Windows products. • Overall understanding of current health service sector issues 	

	<p>appropriate for the intended audience.</p> <ul style="list-style-type: none"> • Ability to communicate effectively, both orally and in writing. • Ability to make administrative/procedural decisions and judgements. • Ability to produce procedural documentation and protocols. • Understanding of complex fire safety issues and risks which impacts facilities management, construction and building services. 	<ul style="list-style-type: none"> • Understanding of Private Finance Initiative contracts and contract management from a client's perspective 	
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Compliance statement to expected organisational standards.

To comply with all Trust Policies and Procedure, with particular regard to

- Risk Management
- Health and Safety
- Confidentiality
- Data Quality
- Freedom of Information
- Equality Diversity and Inclusion
- Promoting Dignity at Work by raising concerns about bullying and harassment
- Information and Security Management and Information Governance
- Counter Fraud and Bribery

The Trust has designated the prevention and control of healthcare associated infection (HCAI) as a core patient safety issue. As part of the duty of care to patients, all staff are expected to:

Understand duty to adhere to policies and protocols applicable to infection prevention and control.

- Comply with key clinical care policies and protocols for prevention and control of infection at all time; this includes compliance with Trust policies for hand hygiene, standards (universal) infection precautions and safe handling and disposal of sharps.
- All staff should be aware of the Trust's Infection Control policies and other key clinical policies relevant to their work and how to access them.
- All staff will be expected to attend prevention and infection control training, teaching and updates (induction and mandatory teacher) as appropriate for their area of work, and be able to provide evidence of this at appraisal.

- To perform your duties to the highest standard with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements.
- Ensure you work towards the Knowledge and Skills Framework (KSF) requirements of this post. KSF is a competency framework that describes the knowledge and skills necessary for the post in order to deliver a quality service.
- Your behaviour will demonstrate the values and vision of the Trust by showing you care for others, that you act professionally as part of a team and that you will continually seek to innovate and improve. Our vision, values and behaviours have been designed to ensure that everyone is clear about expected behaviours and desired ways of working in addition to the professional and clinical requirements of their roles.
- Ensure you adhere to and work within local and national safeguarding children legislation and policies including the Children Act 1989 & 2004 , Working Together to Safeguard Children 2013, 4LSCB guidance and the IOW Safeguarding Policy.
- Ensure you adhere to and work within the local Multiagency safeguarding vulnerable adults policies and procedures
- Ensure that you comply with the Mental Capacity Act and its Code of Practice when working with adults who may be unable to make decisions for themselves,
- Ensure that you maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
- Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff are expected to respect conform to the requirements of the Data Protection Act 1998, including the responsibility to ensure that personal data is accurate and kept up to date
- If your employment is to a post that requires you to be registered with a professional body, the continuation of your employment is conditional upon you continuing to be registered with the appropriate professional body. The Trust will require evidence of current registration.
- Proactively, meaningfully and consistently demonstrate the Trust Values in your every day practice, decision making and interactions with patients and colleagues.
- Perform any other duties that may be required from time to time.

This job description may be altered, from time to time, to meet changing needs of the service, and will be reviewed in consultation with the post holder.